



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
2510 WALMER AVENUE
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 5070.4H
OD
8 JAN 2001

NAVENVIRHLTHCEN INSTRUCTION 5070.4H

Subj: OPERATION OF NAVY ENVIRONMENTAL HEALTH CENTER
HEADQUARTERS AND BRANCH LIBRARIES AND TECHNICAL INFORMATION
CENTERS

Ref: (a) BUMEDINST 5070.5
(b) SECNAVINST 5070.2B

Encl: (1) NEHC Library Interlibrary Loan Request (NEHC 5070/5 (1 1/00))
(2) NEHC Library Online Literature Search Request
(NEHC 5070/6 (1 1/00))
(3) NEHC Library Purchase Request (NEHC 5070/4 (1 1/00))

1. Purpose. To provide policy guidelines for providing library and audiovisual resources in print and electronic format for the NAVENVIRHLTHCEN and field activities in accordance with references (a) and (b).

2. Cancellation. NAVENVIRHLTHCENINST 5070.46

3. Scope.

a. This instruction pertains to library services, information resources, and audiovisual support for the scientific, technical, and employee development needs of the staff of NAVENVIRHLTHCEN and field activities.

b. NAVENVIRHLTHCEN library will serve as headquarters library for field activity branch libraries. In this capacity, it will provide guidance and assistance including, but not limited to, the following areas:

(1) Developing library collections, which are well balanced, current, and cover subjects relating to the technical, medical and scientific services and specialties of the command.

(2) Acquiring, organizing, classifying, cataloging, and circulating materials using automated systems. Providing security and accountability of materials.

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(3) Promoting technical information resources sharing, including an active interlibrary loan program (see enclosure (1)). Participating in the Online Computer, Library Center National Computer Library Network. Planning cooperative purchase and retention of materials to provide the broadest coverage with minimum duplication.

(4) Performing bibliographic research, reference and document retrieval upon request to support mission requirements (see enclosure (2)).

(5) Administering and managing the CD-ROM Network including procuring CD-ROMs and monitoring their use.

(6) Publishing and distributing NAENVIRHLTHCEN technical manuals in CD-ROM format. Ensuring updated technical manuals are posted on NAENVIRHLTHCEN's Intranet and the Internet.

4. Authorized Patrons. All NAENVIRHLTHCEN and field activity personnel are eligible to use the library and its services.

5. Circulation Policy. Books, publications and audiovisual material may be checked out for 3 weeks. Past issues of journals and reference books may be checked out for 3 days. Current issues of journals do not circulate. NAENVIRHLTHCEN personnel may check out materials that they use consistently for a one year period; these items will be inventoried annually. Individuals are responsible for replacing lost or damaged items.

6. Procuring Information Resources. The library will order all information resources, both print and electronic media, for all NAENVIRHLTHCEN directorates to reduce unnecessary duplication, assure cost effectiveness, and widest possible usage. This includes books, journals, publications, subscriptions to online databases, and CD-ROM products (see enclosure (3)). The library will maintain vendors accounts, will approve and pay for information resources. The library will store, inventory and control the purchased materials.



D. M. SACK

Distribution: (NAENVIRHLTHCENINST 52 15.2P)

List I (Directors and Deputies)

V I (NAENPVNTMEDUs)

V II (NAVDISVECTECOLCONCENs)

VIII (NAENVIRHLTHCEN DETs)

I X (NAVDRUGLABs)

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NEHC LIBRARY INTERLIBRARY LOAN REQUEST

Current Date: _____

Date Needed: _____

☒ BOOK

☐ JOURNAL

☐ OTHER

TITLE: _____

AUTHOR: _____

ARTICLE: _____

DATE: _____

VOLUME: _____

NUMBER: _____

PAGES: _____

ISBN OR PUB NUMBER: _____

SOURCE OF CITATION: _____

NAME: _____

CODE: _____

E-MAIL: _____

DEPARTMENT: _____

FIELD ACTIVITIES/UNIT: _____

ADDRESS: _____

FAX: _____

TELEPHONE: _____

STATUS REPORT

Date Requested: _____

Date Shipped: _____

Date Received: _____

☐ UNABLE TO OBTAIN BECAUSE

☐ WE NEED MORE INFORMATION. PLEASE CALL (757) 462-5448

☒ DUE DATE TO NEHC: _____

Date Returned _____

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NEHC LIBRARY ONLINE LITERATURE SEARCH REQUEST

Current Date: _____

Date Needed: _____

KEY WORDS/CONCEPTS TO BE SEARCHED: _____

SUGGESTED DATABASE(S): _____

KNOWN RELEVANT ARTICLES/AUTHORS INCLUDING DATE, JOURNAL, TITLE, ETC.: _____

TIME SPAN: ☐ LAST 2 TO 3 YEARS

☒ LAST 5 YEARS

☐ OTHER _____

SCOPE: ☐ NARROW SEARCH LIMITED TO REFERENCES ON A FAIRLY SPECIFIC TOPIC

☐ BROAD SEARCH DESIGNED TO RETRIEVE MORE GENERAL BACKGROUND
AND REVIEW ARTICLES

NAME: _____

CODE: _____ E-MAIL: _____

DEPARTMENT: _____

FIELD ACTIVITIES/UNIT: _____

ADDRESS: _____

FAX: _____ TELEPHONE: _____

STATUS REPORT

☐ DATE SEARCH COMPLETED: _____

☐ UNABLE TO SEARCH BECAUSE: _____

☐ WE NEED MORE INFORMATION. PLEASE CALL (757) 462-5448.

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DATABASE SEARCHED	CITATIONS

NOTES:

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NEHC LIBRARY PURCHASE REQUEST

Current Date: _____

Date Needed: _____

☐ BOOK ☐ PUB ☐ JOURNAL ☐ AUDIOVISUAL ☐ CD-ROM ☐ ONLINE DATABASE

TITLE: _____

AUTHOR/EDITOR: _____

PUBLISHER/SOURCE: _____

ADDRESS: _____

TELEPHONE: _____

DATE/EDITION/FREQUENCY: _____

COST: _____ ISBN OR PUB NUMBER: _____

NAME: _____

CODE: _____ E-MAIL: _____

DEPARTMENT: _____

FIELD ACTIVITIES/UNIT: _____

ADDRESS: _____

FAX: _____ TELEPHONE: _____

SIGNATURE: _____

STATUS REPORT

☐ Date Requested: _____ ☐ Date Received: _____

☐ NOT YET PUBLISHED. WE WILL ORDER WHEN IT BECOMES AVAILABLE.

☐ NOT ORDERED BECAUSE: _____

c 1 WE NEED MORE INFORMATION. PLEASE SEND US A BROCHURE, CITATION, COPY OF A TITLE PAGE, ETC.